Skype for Business for Windows and Lync for Mac 2011 Meeting Attendee Tools

This quick reference guide is written for participants in **Skype for Business and Lync for Mac 2011 online meetings**. Participants receive an Outlook meeting invite containing a hyperlink to an online meeting. For information about hosting an online meeting, see Skype for Business for Windows QRG 2 – Web Conferencing and Lync 2011 for Mac QRG 2 – Lync Web Conferencing. Both files are posted on the CTC Web site at http://itcd.hq.nasa.gov/ctc.

When the meeting organizer sets up an online meeting, the organizer determines which invitees get to join the meeting directly without waiting in a holding area called the "Lobby." While a participant is waiting in the Lobby, they cannot see any shared content and must wait to be admitted by a Presenter.

As the meeting rooms have security enabling the organizer to limit who gets directly into the meeting room, it is important that those with NASA credentials log into meeting rooms using the application locally installed on their device (on their NASA-issued or government approved equipment). If they are using the Lync Web App (internet interface) from a personal or non-government approved computer or mobile device you must login as a "Guest." The use of these collaboration tools (i.e., Lync/Skype, Vidyo, Adobe Connect, WebEx) from a non-government-approved computer is authorized only when you log in as a Guest.

Anyone who joins the meeting as a guest will have less access to the meeting room and less rights to receive transferred files in the meeting room. For this reason, it is important that NASA personnel join the meeting from their NASA-issued or government-approved equipment using the locally stored application.

This quick reference guide outlines each option for joining a meeting. Directions are included for both Skype for Business for Windows and Lync for Mac 2011 methods.

Understanding the Meeting Organizer's Security Options for Online Meetings

Depending on the access rights given by the meeting organizer to the participants, there will be different security determining who gets into the meeting directly and who waits in the Lobby. Below are the possible choices the meeting organizer can select from with regards to who has to wait in the Lobby.

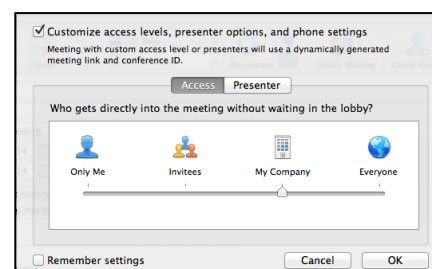### These people do not have to wait in the Lobby:

Meeting organizers use these options to decide who gets into the meeting directly, and who waits until a Presenter admits them.

It is recommended that the meeting organizer change this setting for large meetings and when they have confidential or sensitive information to discuss or display.

Online Meeting Options for the Lobby on a PC

Online Meeting Options for the Lobby on a Mac

Who gets in directly?	What happens	Recommended when…
Only me, the meeting organizer	The meeting organizer is the only one who can join the meeting directly. Everyone else has to wait in the Lobby until admitted.	You have a high security meeting and SBU/sensitive/privacy information.
People I invite from my company	Only people invited can join the meeting directly. Everyone else has to wait in the Lobby until admitted.	You are discussing SBU/sensitive/privacy information, and want only specific people to join.
Anyone from my organization	Anyone from your company can join the meeting directly, even if not invited. Anyone who joined the meeting as a guest will wait in the Lobby until admitted.	You do not have external participants and you are not discussing SBU/sensitive/privacy information.
Anyone (no restrictions)	Anyone in the entire world with access to the hyperlink can join the meeting directly, even if not invited by the meeting organizer.	**Not Recommended**.

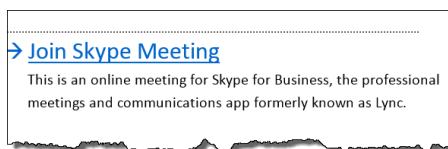## Joining an Online Meeting as a Participant

There are three (3) ways a participant can join an online meeting outlined below:

1. Using NASA-issued or government-approved equipment with Windows 7 and Skype for Business (**recommended**).
2. Using a NASA-issued or government-approved Mac with Lync for Mac 2011 (**recommended**).
3. Using a non-NASA, non-government-approved equipment (Windows and Macintosh) -- joining the meeting as a Guest.

METHOD ONE: Using NASA-issued or government-approved equipment (Windows)

This is the recommended method for NASA personnel to join an online meeting from a NASA-issued or government-approved PC.

1. Using your NASA-issued or government-approved PC, open Outlook and display your Outlook Calendar.
2. Open the meeting invitation and click **Join Skype Meeting** in the **Notes** area of the meeting invitation.
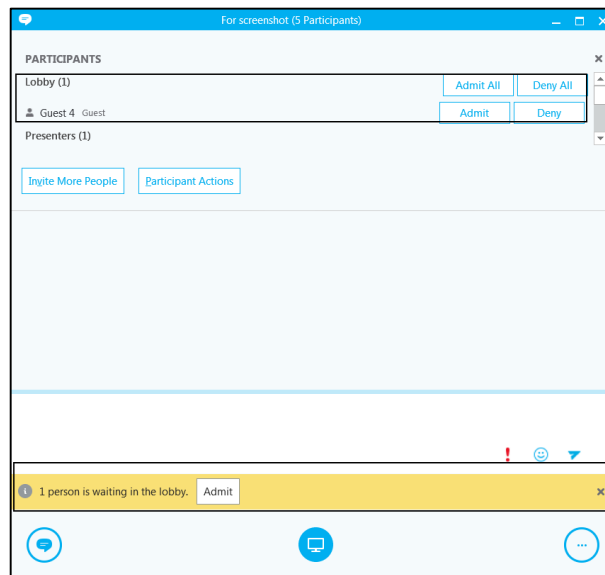

→ Join Skype Meeting
This is an online meeting for Skype for Business, the professional meetings and communications app formerly known as Lync.

The *Privacy Disclaimer* for NASA use will display.

3. Click the checkbox for the option "**I have read the above and agree to the terms**."
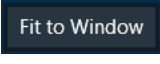4. Click **Continue**.

The Result: The Skype for Business application launches and establishes a meeting room with the participants.

Depending on the options selected by the organizer, some participants may be waiting in the Lobby. The Meeting Presenter's screenshot is shown to the right highlighting the Lobby.

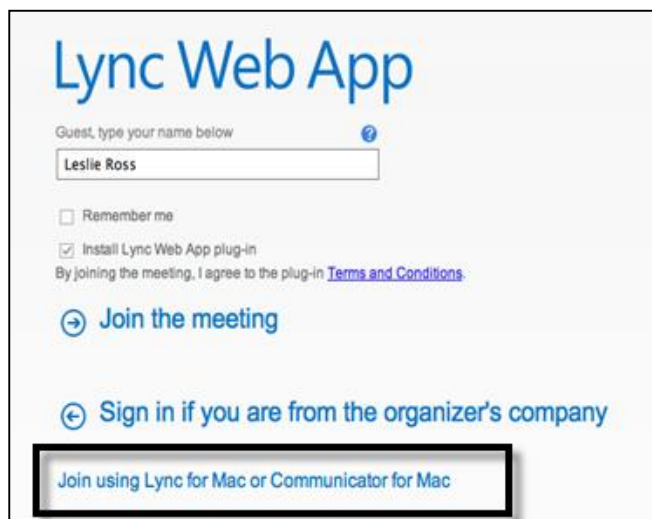*Meeting Participant Tools in Skype for Business for Windows*
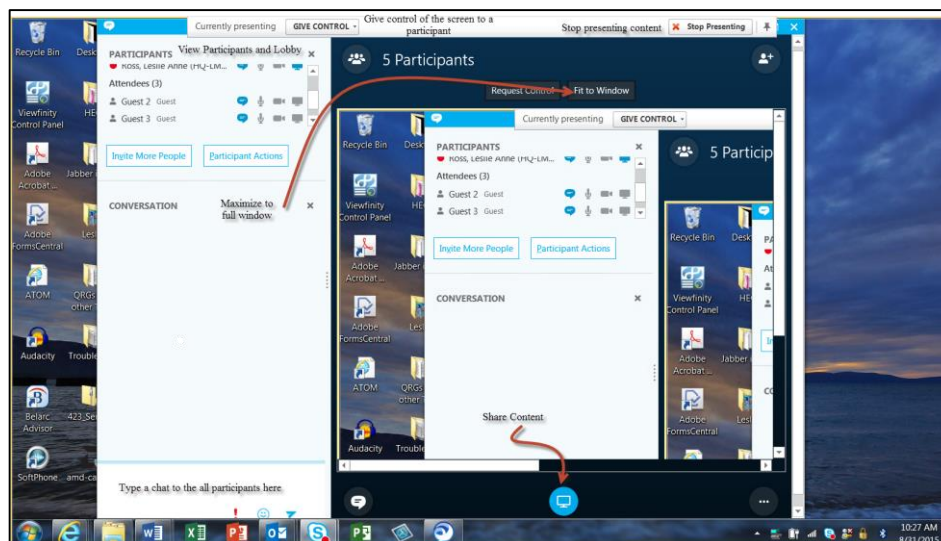
- Click the **IM** icon to view/hide the Instant Messages field and chat. Instant Messages will be sent to all participants.

- Click the **Present** icon to share your desktop if you have been granted Presenter rights.

- Click the **Participants** icon to view/hide the Participants. If a Presenter, this will also display the Lobby.

- Click the **Fit to Window** button to increase the view of the presented material.

- Click the Options icon and click End meeting.

METHOD TWO: Using NASA-issued or government-approved equipment (Macintosh)

This is the recommended method of joining a Lync meeting on a Mac.

1. Using your NASA-issued or government-approved Mac, open Outlook and display your Outlook Calendar.

2. Open the meeting invitation and click **Join Skype/Lync Meeting** in the **Notes** area of the meeting invitation. The web browser will open on the Lync Web App welcome screen (shown right).

3. To join using the Lync application, click **Join using Lync for Mac or Communicator for Mac**.

4. Select **Lync for Mac** and click **OK** if prompted.

5. The *Privacy Disclaimer* for NASA use will display.

6. Click the checkbox for the option "**I have read the above and agree to the terms**. "

7. Click **Continue**.

The Result: The Lync application launches and establishes the meeting room (shown on the next page).

Depending on the access rights established by the meeting organizer, some participants may be waiting in the Lobby.

Lync Meeting Participant Tools in Lync for Mac 2011

- Click into the **Messages** field to chat. Instant Messages will be sent to all participants.

- Click [icon] the **Present** icon to share your desktop if you have been granted Presenter rights.

- Click [icon] the **Maximize** icon to increase the view of the presented material.

- Click [icon] the **Participants** icon to display the Participant list. If you are a presenter, this will also display the Lobby.
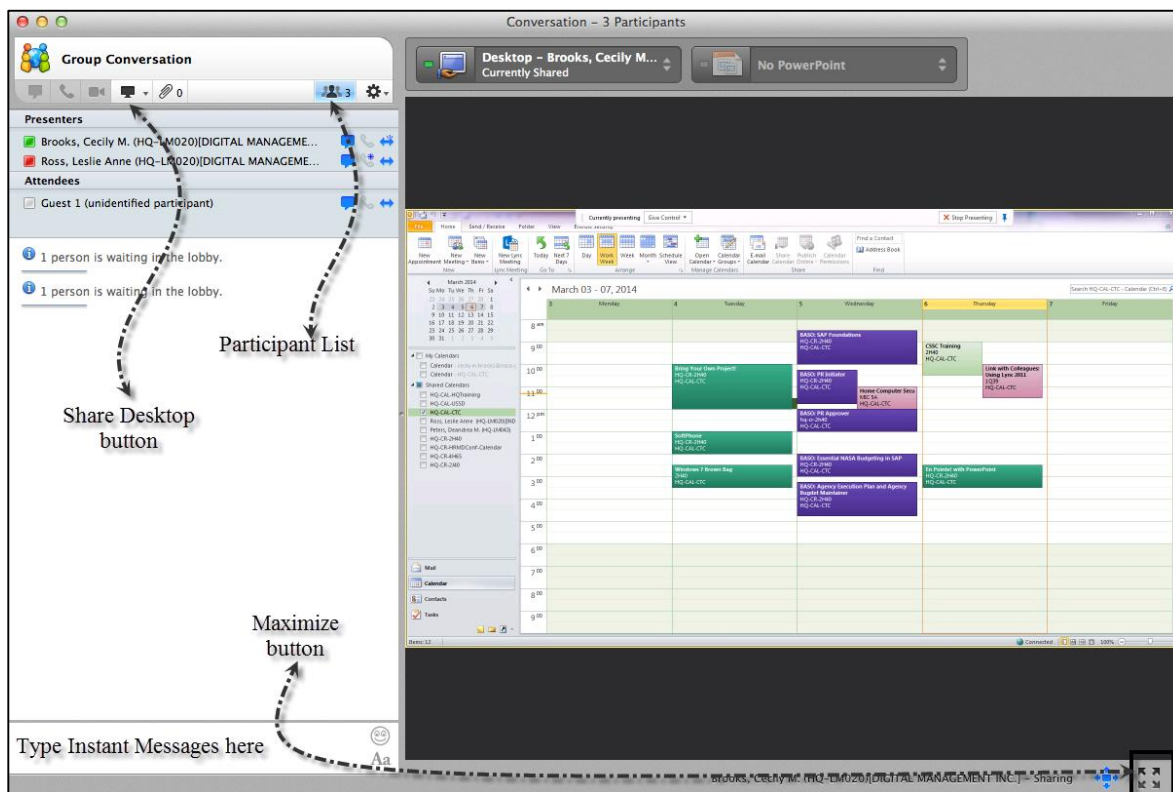
METHOD THREE: Using a Non-NASA or non-government-approved computer (Windows or Macintosh) – as a Guest

This is NOT the preferred method for NASA personnel to join a Skype for Business/Lync online meeting. Joining in this way limits the rights of the participants and treats them as external to NASA. This is appropriate for those who do not have NASA credentials.

If you log in as a guest and the host does not have elevated rights with a VTS seat, you will not be able to join the meeting as the host does not have the rights for non-NASA email addresses to join his/her meeting. Best Practice: log in from your NASA-issued or government-approved equipment.

If you are the host of the meeting and you log in as a guest, you will not be able to present in the meeting room. Best Practice: log in from your NASA-issued or government-approved equipment.

1. Open your browser and log into your email application.
2. View the Calendar and open the meeting invitation.
3. Click the hyperlink **Join Skype Meeting** in the **Notes** area of the meeting invitation.

You may be prompted to download / install LWAPlugin64BitInstaller64. Complete the download of the plugin.

4. Type your name in the **Guest, type your name here** field and click **Join Lync Meeting**. The *Privacy Disclaimer* for NASA use will display.
5.   Click the checkbox for the option "**I have read the above and agree to the terms**. " Then click **Continue**.

The Result: The browser will launch the meeting room.

Depending on the access rights established by the meeting organizer, some participants may be waiting in the Lobby.

Online Meeting Participant Tools in Lync Web App

- Click [icon] the **Messages** icon to view/hide the Instant Messages field and chat. Instant Messages will be sent to all participants.

- Click [icon] the **Present** icon to share your desktop if you have been granted Presenter rights.

- Click [icon] the **Participants** icon to view/ hide the Participants.

- Click [icon] the **Maximize** icon to increase the view of the presented material.

- Click **Exit Meeting** to leave the meeting room.